



Local Records Grants: Tips for Applying for a Digital Imaging Grant

Purpose: Provide guidance to local governments on how to prepare a solid, competitive Digital Imaging Local Records Grant application.

Solid, competitive grant applications need to clearly answer the following three questions:

1. What is the severity of the problem?

- Explain how not having a specific set/couple sets of records digitized is impacting your agency's ability to either:
 - a. Respond to public records requests in a timely manner**
 - Include measures of the impact such as the number of requests for these records per year, how long it is taking to fulfill these requests, etc.
 - b. OR retain and manage the records for their minimum retention period**
 - Include measures of the impact such as number of records, length of retention period, storage costs, etc.

2. What is your likeliness of success?

- What type of records will be digitized? (List records series and DAN from the records retention schedule.)
- What is the date range and total number of records that you are planning to have digitized by the end of the grant period?
- Who will be digitizing your records? (Include a quote for the cost of scanning in your application, but **do not** go so far as to sign a purchase agreement with a vendor before you have signed a grant contract with us, as that will remove your application from consideration.)
- Do you have a plan in place to manage the electronic records created by this project?
- Will this project fix the problem once and for all, or will the problem come back as more paper records are created/received?

If you want to scan the records in-house, consider applying for a Technology Tools Grant to cover the purchase of a scanner, instead.

3. How will your project positively impact the public and your agency?

- Will it improve response time to public records requests?
- Will it improve records retention, management, and storage costs?
- Is this project going to get you to a place where you can independently continue with a stronger records management program going forward?

**Additional advice regarding the management of public records is available from
Washington State Archives:**